



**KEMENTERIAN PEKERJAAN UMUM  
BADAN PENGEMBANGAN SUMBER DAYA MANUSIA**

Jl. Pattimura20 Kebayoran Baru – Jakarta Selatan, 12110 Telepon (021) 2751502

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NOTA DINAS  
NOMOR SM04/B/Ms/2026/355

Yth. : 1. Sekretaris Direktorat Jenderal Sumber Daya Air  
2. Sekretaris Direktorat Jenderal Cipta Karya  
3. Sekretaris Direktorat Jenderal Prasarana Strategis  
4. Sekretaris Badan Pengembangan Infrastruktur Wilayah  
5. Direktur Politeknik PU  
6. Kepala Pusat Pengembangan Kompetensi Sumber Daya Air,  
Cipta Karya, dan Prasarana Strategis

Dari : Sekretaris Badan Pengembangan Sumber Daya Manusia

Hal : Penawaran Pelatihan *JICA Operation and Maintenance of Urban Water Supply System (Water Quality and Purification)*

Tanggal : 17 Maret 2026

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Sehubungan dengan surat dari *Chief Representative JICA Indonesia Office* Nomor 086/GI/03/2026 tanggal 2 Maret 2026 hal *Information on Group and Region Focused for Knowledge Co-Creation Program for JFY 2026*, dengan hormat kami sampaikan sebagai berikut:

1. Pelatihan *JICA Operation and Maintenance of Urban Water Supply System (Water Quality and Purification)* bertempat di *JICA Kansai Center*, Jepang akan dilaksanakan pada:
  - a) tanggal 28 April 2026 – 9 Juni 2026 (*online*),
  - b) tanggal 22 Juni 2026 – 18 Juli 2026 (*on-site* di Jepang), dan
  - c) tanggal 20 Juli 2026 – 31 Oktober 2026 (*dissemination phase*),
2. Seluruh biaya program, meliputi tiket pesawat pulang-pergi internasional, akomodasi, dan tunjangan harian selama pelatihan di Jepang ditanggung oleh Pemerintah Jepang melalui JICA sesuai ketentuan yang berlaku.
3. Kuota peserta 1 orang dari Indonesia dengan kualifikasi dasar peserta:
  - a) Berpendidikan minimal Strata Satu (S1) atau memiliki latar belakang pendidikan yang setara;
  - b) Merupakan ASN yang terlibat dalam pekerjaan di bidang kualitas air dan pemurnian air serta akan tetap bekerja pada bidang tersebut setelah pelatihan;
  - c) Memiliki pengalaman paling sedikit 5 (lima) tahun pada bidang terkait;
  - d) Memiliki kemampuan bahasa Inggris yang baik, khususnya dalam mendengar dan berbicara, untuk mengikuti diskusi selama program, serta diutamakan melampirkan sertifikat resmi kemampuan bahasa Inggris;
  - e) Memiliki kemampuan dasar komputer serta mampu mengikuti pelatihan daring menggunakan aplikasi konferensi web dan sistem pembelajaran daring;
  - f) Memiliki koneksi internet yang memadai selama pelaksanaan pelatihan daring
  - g) Sehat jasmani dan rohani untuk mengikuti program di Jepang serta memenuhi ketentuan pemeriksaan kesehatan sesuai persyaratan JICA; dan

*h. Berusia.....*

- h) Berusia 25 (dua puluh lima) sampai dengan 50 (lima puluh) tahun.
4. Kelengkapan Dokumen peserta:
- a) *JICA Application Form* (format formulir terbaru);
  - b) Fotocopy Paspor yang masih berlaku;
  - c) Sertifikat kemampuan bahasa Inggris;
  - d) *Inception Report* sesuai format JICA; dan
  - e) *English Score Sheet*.
5. Informasi, *application form* serta keterangan lebih lanjut terkait program pelatihan ini sebagaimana terlampir.
6. Diutamakan calon peserta yang berprestasi dan memiliki kinerja baik;
7. Calon peserta yang memenuhi syarat **beserta dokumen persyaratan lengkap** dapat diusulkan kepada Sekretariat Badan Pengembangan Sumber Daya Manusia c.q. Bagian Hukum, Kerja sama dan Komunikasi Publik selambat-lambatnya hari **Selasa, tanggal 7 April 2026**.

Dalam menunjang pembangunan Zona Integritas menuju Wilayah Bebas dari Korupsi, Badan Pengembangan Sumber Daya Manusia Kementerian Pekerjaan Umum berkomitmen meningkatkan kualitas pelayanan publik yang bebas dari korupsi dan memberikan pelayanan prima.

Demikian kami sampaikan, atas perhatian dan kerja samanya kami ucapkan terima kasih.

Sekretaris Badan Pengembangan  
Sumber Daya Manusia,



Lina Anggraini

Tembusan:

- 1. Kepala Badan Pengembangan Sumber Daya Manusia;
- 2. Kepala Biro Perencanaan Anggaran dan Kerjasama Luar Negeri.



No. 086/GI/03/2026

Jakarta, 2 March 2026

**Ms. Noviyanti**

Head of Bureau for Foreign Technical Cooperation  
Ministry of State Secretariat  
Jakarta

**INFORMATION ON GROUP AND REGION FOCUSED FOR  
KNOWLEDGE CO – CREATION PROGRAM FOR JFY 2026**

Dear Madam,

We are glad to inform you that Japan International Cooperation Agency (JICA) is planning to hold a following program course:

Outline:

1. Name of the Course : **Operation and Maintenance of Urban Water Supply System (Water Quality and Purification) [202515146J001]**
2. Period of Program : April 28, 2026 ~ June 9<sup>th</sup>, 2026 (online)  
June 22, 2026 ~ July 18, 2026 (on-site in Japan)  
July 20<sup>th</sup>, 2026 ~ October 31<sup>st</sup>, 2026 (Dissemination Phase)  
*(In the context of the COVID-19, please note that there is still a possibility the course period will be changed, shortened, or the course itself will be cancelled)*
3. Number of Candidate : **One (1) person from Indonesia**
4. Training Institution : JICA Kansai Center
5. Deadline : **April 14, 2026**  
*(JICA Indonesia must receive all required documents through the Ministry of State Secretariat)*
6. Documents for submission : a. JICA Application Form : 1 set  
b. Photocopy of Passport\* : 1 set  
c. English Score Sheet\* : 1 set  
d. Inception Report\* (see ANNEX 1) : 1 set  
*\*Should be submitted together with Application Form*

7. Proposed Target Institution: **Ministry of Public Works**

8. Target of Applicant :

Applying Institutions are requested to select appropriate nominees who meet the following essential qualifications, by consultation with JICA Expert(s) /Project(s) who are being assigned:

**Essential Qualifications:**

- 1) Administrative officials of Senior technical staff engaged Water Quality and Purification in the Government who will continue working in the same field after the course.
- 2) Experience in the relevant field: have more than five (5) years' engagement in the field of 1).
- 3) Educational Background: be a graduate of university or equivalent.
- 4) Language Proficiency: have a competent command of spoken and written English proficiency equivalent to TOEFL iBT 100 or above (This workshop includes active participation in



discussions, which requires high competence in English. Please attach an official certificate for English ability such as TOEFL, TOEIC etc., if possible. For local qualifications, a comparison table with the CEFR should be attached.)

5) Technical Requirements:

a. Technology Proficiency

- Basic computer skills such as sending/receiving email with attachments and using a web browser.
- Online courses may be delivered using the following services, Web Conferences (Zoom or Microsoft TEAMS), Learning Management System (JICA-VAN), and YouTube. (Online tutorial and support by JICA will be limited. The ability to be self-directed in learning new technology skills are required.)

b. Internet Connection:

- High Speed Broadband Connection (at least 2Mbps) from the participant's office or home.

\*Internet access charges incurred for this course shall be borne by you, except in JICA Kansai Center.

c. Hardware (Minimum Requirement):

Participants are requested to bring your laptop meeting the **following minimum requirements** and which do not cause poor response or anomalies while used on a daily basis. As practical exercises using QGIS are also conducted, cases from previous academic years that did not meet these specifications caused difficulties in learning. And they are also requested to have regular access to a computer, either from your home or from your office during the online training period.

- Operating System: Windows 10 or newer, or Mac OS 11 or newer (Updated version is required to keep your and our PCs secured).
- Processor: Intel Core 2 Duo or higher; 2GHz or higher
- Memory: 8GB of RAM or higher
- Hard Drive Space: minimum 5GB of free disk space
- Browser: Latest version of Google Chrome/ Firefox/ Microsoft Edge Safari.  
\*IE11 is NOT recommended.
- Others: Webcam, Microphone, and Audio output Device (Speaker or Headset)
- Tablet PCs are not recommended because of their fewer connectors. If you only have tablet PCs, you are also requested to bring a converter that enables HDMI connections.
- \*In some of the lectures, Smartphone (Android OS or Apple iOS) can be used as substitute of PC. You can also use it at GIS learning session.

6) Health: must be in good health to participate in the program in Japan. Participant's health and safety should be most respected. Pre-existing conditions and pregnancy may lead to health problems that were not present prior to arrival in Japan due to stress from



international travel, changes in climate, and a new living environment. In recent years, regrettable cases have occurred, including the exacerbation of symptoms after arrival and, in the case of pregnancy, stillbirth. Some participants have also incurred substantial out-of-pocket medical costs. If any of the conditions below may apply, please take a moment to consider whether to participate, and continue after confirming your agreement to the points below. Pre-existing conditions and pregnancy may lead to health problems of pocket medical costs. If any of the conditions below may apply, please take a moment to consider whether to participate, and continue after confirming your agreement to the points below.

① Questionnaire (“QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION”)

If any of the following apply, you must state them accurately in the questionnaire, even if they do not affect your current work or daily life.

- a. Chronic diseases (e.g., hypertension, diabetes)
- b. Conditions currently under treatment
- c. Past illnesses that have resolved (including serious conditions affecting the heart, liver, or brain; tuberculosis, etc.)
- d. Pregnancy (for female applicants)

② Medical Certificate

Please submit a medical certificate issued by a doctor that your condition is stable and that, from a medical standpoint, there is no problem with your participation in KCCP in Japan.

Applicable cases:

- a. Chronic diseases (e.g., hypertension, diabetes)
- b. Conditions currently under treatment
- c. Past illnesses that have resolved (including serious conditions affecting the heart, liver, or brain; tuberculosis, etc.)

③ Reporting changes

If pregnancy or any health issues are identified after submitting the form, please report them to JICA promptly.

④ Insurance coverage

Medical and additional living expenses related to pregnancy, preexisting conditions are NOT covered by insurance arranged by JICA. Such costs must be borne entirely by the participant; JICA assumes no liability.

\*Please understand that insurance coverage applies only to sudden illness or injury occurring during your stay in Japan.

\*Medical expenses in Japan could be a significant financial burden when not covered by insurance.

Attendance Requirement: Participation both of Online and In-Japan sessions and submission of various assignments is an essential requirement for the completion of the course.



**Recommended Qualifications:**

- 1) Age: between the ages of twenty-five (25) and fifty (50) years.
- 2) Gender Equality and Women's Empowerment: JICA seeks more female applicants due to the past records of fewer applications from women. JICA is committed to promoting gender equality and women's empowerment, and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity. To select the satisfied trainees, JICA considered the gender balance recommended 40% female participation. Therefore, 40% female participation is encouraged in all training courses, except for the training courses with only one quota.

In order to satisfy selection criteria, which have become stricter than before, we would like to inform you of the following important points:

- Please strictly adhere to the deadline of application submission. In case of any delayed submission and missing or incomplete documents, there is a strong possibility that such applications would be disqualified in the selection processes, regardless of multiple or single quota of participant.
- Please understand that final acceptance is decided based on the result of examination process by each JICA Domestic Center in consultation with implementing organizations in Japan. In case that applying nominees do not meet the required qualifications, there is a strong possibility that such nominees would be rejected in the selection processes, regardless of multiple or single quota of participants.
- When the number of qualified applicants exceeds the quota, there is a strong possibility that some of them would be rejected even if they satisfied the qualification.

JICA will provide the following costs based on JICA's regulation:

- Round trip international airfare from/to the designated airports
- Accommodation and Daily Allowance in Japan during the program

More details of the course are described in the General Information (GI) attached hereto.

Please be informed that the original JICA Application Form should be submitted to JICA Indonesia Office through Ministry of State Secretariat.

The Document can be downloaded through the following address:

[http://www.jica.go.jp/indonesia/english/office/others/data\\_AF.html](http://www.jica.go.jp/indonesia/english/office/others/data_AF.html)

*[5. Application Form for Knowledge Co-Creation Program for GRF and CF (As of February 2026) in Ms. Excel file].*



Japan International Cooperation Agency

JICA Indonesia Office

Sentral Senayan II, 14th Floor

Jl. Asia Afrika No. 8, Jakarta 10270, INDONESIA

Tel: (62-21) 5795-2112 (hunting) Fax: (62-21) 5795-2116

It would be appreciated if you could convey the above information to the authorities concerned.  
Thank you for your kind attention and cooperation.

Sincerely yours,



Cc:

**1. Ministry of Public Works**

- Director General of Water Resources
- Director of Irrigation and Lowland
- Head of Bureau of Budget Planning and International Cooperation
- Head of Human Resources Development Agency
- Head of BBWS Cimanuk-Cisanggarung
- Head of BBWS Sumatera VIII

**2. JICA Expert**

- Mr. YAMAMOTO Hiroyuki, Integrated Water Resources Management Policy Advisor

**3. Embassy of Japan**

- Minister for Economic and Development Affairs



Online and Face-to-Face (in Japan)

Knowledge Co-Creation Program (Group and Region Focus)

# Operation and Maintenance of Urban Water Supply System (WATER QUALITY AND PURIFICATION)

都市上水道維持管理（浄水・水質）



Course Number: 202515146J001

Course Period: Online: April 28th - June 9th, 2026

In Japan: June 22nd - July 18th, 2026


Dissemination Phase: July 20th to October 31st, 2026



NOTE: Adobe Acrobat Reader DC and Google Chrome are recommended as PDF viewer. JAWS and NVDA are recommended as screen reader.

NOTE: If there are any difficulties in reading this document, please contact JICA Office in your country or JICA Center in Japan.

NOTE: Depending on the circumstances, some or all of the program periods may be changed or cancelled after the application has been accepted.



How do we  
improve and maintain  
**water quality and  
purification** of the urban  
water supply system?

Gain insights to "Water Quality and  
Purification" by exploring applicable  
knowledge and techniques  
**from the experiences of Japan.**



# Outline



This program is designed for field engineers in urban drinking water supply management currently engaged in water quality and purification.

The sessions will be held online and face-to-face in Japan. The online session will include self-study and discussion with web conference.



All sessions are carried out in English.

The total period of the program is from April 28th to October 31st, 2026 including Online and In-Japan programs, and dissemination phase in your home country.

Course Capacity:  
8 participants



## **JICA Knowledge Co-Creation Program (KCCP)**

The Japanese Cabinet released the Development Cooperation Charter in June 2023, stated that “In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together.” JICA believes that this ‘Knowledge Co- Creation Program’ will serve as a foundation of mutual learning process.

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# For What?

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## Background

Safe accessible water is indispensable for human lives, improving health, reducing poverty, social well-being and sustainable development. Yet around 4.4 billion people still do not have access to safe water, which leads to death of millions of people every year. Particularly rapid urbanization in many developing countries is increasing pressure on public institutions to provide adequate supplies of clean water to populations. In its endeavour to reconstruct and modernize after the World War II, Japan has gone through the process of trial and error in developing urban water supply system. Such experiences have been accumulated as lessons learned.

## Objectives

To develop engineers' capacity to take an essential role in the field of water quality and purification, by sharing applicable knowledge and skills gained in the program among the engineers and technicians in their countries. The applicable knowledge and skills acquired in Japan are to be shared among the engineers and technicians in their home countries.

# To Whom?

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## Job Areas and Organizations

This program is designated for counterpart organizations or their related organizations of Japan's bilateral cooperation program. Field engineers in urban drinking water supply management currently engaged in water quality and purification are targeted.

The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.

## Targeted Countries

Cambodia, Indonesia, Jamaica, Nepal, Pakistan, Sri Lanka, Timor-Leste, Viet Nam

Participants who have successfully completed the program will be awarded a certificate by JICA.



# When?

## Program Period

Overall Period: From April 28th to October 31st, 2026

This program consists of three types of study.

### 1. The Online Session

(April 28th – June 9th \*):



Online

- Self-study on on-demand materials
- Online real-time lecture/workshop

\*\*Including pre-departure interval period when every participant will prepare overseas travel personally in June.

\*\*Participants are expected to attend **all online sessions** except for urgent and uncontrollable matter and submit the feedback/questionnaire sheet. Those who have completed the online session satisfactorily can attend the session in Japan.

### Start Time of Online Real-time lectures/workshops

Accepted participants receive detailed time schedule after acceptance notification.

The participating organization is expected to secure the participant's attendance at every real-time online meeting. Because the lecturers will

devote each real-time online meeting as knowledge exchange among participants, the participant shall finish to watch designated on-demand materials beforehand.

### 2. The In-Japan session

(June 22nd - July 18th \*):



Face-to-Face in Japan

\*If the program cannot be conducted in Japan, online contents will be provided during the above period.

### 3. Dissemination phase in home countries

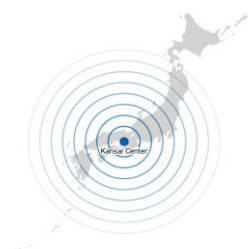
(July 20th to October 31st)

Participants will disseminate what you have learned among their organizations and implement their action plans.

They are requested to submit progress report by October 31st, 2026

# Where?

This program is conducted online and face-to-face in Japan. In the first phase you will watch/read essential on-demand



materials for your self-study at your own pace. As the online real-time lectures/workshops and Q&A sessions

are held to assist your learning process, you are required to have a certain IT environment. For detail, see page 14.

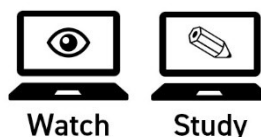
# How?

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## How to Learn

### 1) Online program

- Self-paced-study with the on-demand materials



### 2) In-Japan

- Lectures
- Observation / Filed visits
- Discussion
- Workshop
- Presentation



(1) Participating organizations are requested to prepare an Inception Report and a Pre-Study Report to identify facing issues in urban water supply system, with special focus on water quality and purification. Participants are expected to recognize clear missions or assignments of what to acquire from the program.

(2) Through the lectures and observation of the urban water supply system of Osaka City and other cities in Japan, participants are expected to formulate the Action Plan in order to address the issues in their organization.

(3) Participating organizations are required to establish a program by their own initiatives to disseminate techniques and knowledge brought back by participants. It is also expected that participants are provided with enough support to carry out their Action Plan.

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## Language

English (Including Japanese with English interpretation)

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## Commitment to the SDGs

JICA is committed to achieving the SDGs. This program is organized to contribute to the achievement of following goals.



## Program Structure

This program consists of the following components. (Subject to minor change)

Details on each component are given below:

<b>(1) Preliminary Phase: in a participant's home country (April - May 2026)</b> <i>Participating organizations make required preparation for the Program in the respective country.</i>		
Output	Contents	Method
1) Clarify issues particularly in terms of <b>Goal 6 of SDGs</b> faced by the participating organizations and identify the learning needs / specific assignment for participants	(1) Preliminary discussion in the organizations	Discussion in the organization
	(2) Participants to recognize clear assignment and tasks for the program	Discussion in the organization
	(3) Submission of Inception Report	Report preparation
	(4) Submission of Pre-Study Report	Report preparation
<b>(2) Core Phase: Online Program (April 28th to June 9th 2026)</b> <i>Participants join the On-demand and Online program in the respective country.</i>		
Output	Contents	Method
2) Participants will be able to explain General Theory of Water Supply Utilities in Japan.	(1) Water Treatment (introduction of water treatment plant, water quality, etc.) Operation and Maintenance (leakage detection and repair, non-revenue water, etc.)	E-learning
	(2) Needs assessment discussion (participants have interview with Japanese experts to clarify the exact needs for the program)	Online discussion (TBC)
<b>(3) Core Phase: In-Japan Program (June 22nd to July 18th, 2026)</b> <i>Participants dispatched by the organizations join the Program in Japan.</i>		
Output	Contents	Method
3) Participants will be able to explain the knowledge and skills of operation, maintenance and administration of "Water Quality and Purification".	(1) Water Treatment (introduction and visit to water treatment plant, methodology of water quality control, theory of chlorination, comprehensive water treatment)	Lecture/ Observation

	(2) Needs assessment discussion (participants have interview with municipal waterworks experts to clarify the exact needs for the program)	Discussion
	(3) Operation and maintenance of Purification Plant	Lecture/Practice/ Observation
	(4) Operation and maintenance of Intake and Distribution Facilities	Lecture/Practice/ Observation
	(5) Maintenance of mechanical, electrical and measuring instruments and water quality control	Lecture/Practice/ Observation
	(6) Consultation	Q&A report Discussion
	(7) Action Plan formulation	Self-learning/ Discussion
	(8) Action Plan presentation	Presentation/ Demonstration
<p><b>(4) Dissemination Phase: in participants' home countries (July 20th to October 31st, 2026)</b>  <i>Participating organizations implement the Action Plan by making use of knowledge &amp; skills brought back by participants. This phase marks the end of the Program.</i>  <i>Participating organizations are required to submit <b>Progress Reports by Oct.31, 2026.</b></i></p>		
Output	Contents	Method
4) Participants will deploy their Action Plan to their organization aimed at tackling issues of the knowledge and technique by utilizing the outcomes acquired through the Core Phase Program in Japan.	(1) Dissemination of what participants have learned in Japan (2) Implementation of action plan made in Japan.	Dissemination program
	(3) Progress Report on dissemination program  * Report your progress even if you have not completed it at this point. Free format.	Submission of the report to JICA local offices.

## Action Plan

Participants are required to formulate “Action Plan” in the Program in Japan and to implement the plan after their return by following manners as one of the outputs of the Program.

- (1) Objective of the Action Plan:** To improve the technical issues of participating organizations by disseminating knowledge and information learnt in the program in Japan.
- (2) Target of the Action plan:** Engineers/technicians and/or management in the participating organizations or its related organizations.
- (3) Contents to be covered in the plan:**
  - a) Related technical issues in the participating organization,
  - b) Knowledge and information applicable to improve the issues,
  - c) Relationship between the knowledge/information and the issues of the participating organization (How it can be applied),
  - d) Goals to be achieved by dissemination of such knowledge/information,
  - e) Specific target of the plan including schedule and budget planning.
  - f) Methods and measures for dissemination of such knowledge/information, and
  - g) Evaluation methods of achievement of the goals
- (4) Main practitioner of the Action Plan:** Participants
- (5) Role of participating organization:**
  - a) To select responsible persons who should strategize and implement the Action Plan by their own initiatives in addition to participants,
  - b) To support achievement of the Action Plan, and
  - c) To evaluate status and degrees of achievement of the Action Plan.

\*In case the Progress Report is not submitted by participating organization by **October 31, 2026**, JICA may suspend acceptance of participants from that organization in the future.

# Eligibility and Procedures

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## 1. Expectations to the Applying Organizations

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
- (2) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation before dispatching their participants to Japan by carrying out the activities of the Preliminary Phase described in p10.
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in p10.
- (5) Participating organizations are also required to support participants to be able to attend the online lectures/workshops, and allocate enough time and self- disciplined learning environment to learn with the on-demand study materials.

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## 2. Nominee Qualifications

Applying Organizations are expected to select nominees who meet the following qualifications.

**【Remarks】 Each Organizations is requested to strongly encourage female candidates to apply for the course to accelerate the realization of gender equality and women's empowerment.**



Disabilities: Persons with disabilities who meet the required qualifications also have an opportunity to apply. Reasonable accommodations will be considered for participants with disabilities. However, some programs of the course might have difficulty for persons with disabilities to participate due to environmental and other conditions. “Reasonable accommodation” means necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case.

### (1) Essential Qualifications:

- 1) Administrative officials of Senior technical staff engaged Water Quality and Purification in the Government who will continue working in the same field after the course.
- 2) Experience in the Relevant Field: have more than 5 years’ engagement in the field of 1).
- 3) Educational Background: be a university graduate or equivalent
- 4) Language Proficiency: have a competent command of spoken and written English proficiency equivalent to TOEFL iBT 100 or above (This workshop includes active participation in discussions, which requires high competence in English. Please attach an official certificate for English ability such as TOEFL, TOEIC etc., if possible. For local qualifications, a comparison table with the CEFR should be attached.)
- 5) Technical Requirements :
  - a. Technology Proficiency
    - Basic computer skills such as, sending/receiving email with attachments, and using a web browser.
    - Online course may be delivered using the following services, Web Conferences (Zoom or Microsoft TEAMS), Learning Management System (JICA-VAN), and YouTube. (Online tutorial and support by JICA will be limited. The ability to be self-directed in learning new technology skills are required.)
  - b. Internet Connection:
    - High Speed Broadband Connection (at least 2Mbps) from the participant’s office or home.
    - \*Internet access charge incurred for this course shall be borne by you, except in JICA Kansai Center.
  - c. Hardware (Minimum Requirement):

Participants are requested to bring your laptop meeting the **following**



**minimum requirements** and which do not cause poor response or anomalies while used on a daily basis. As practical exercises using QGIS are also conducted, cases from previous academic years that did not meet these specifications caused difficulties in learning. And they are also requested to have regular access to a computer, either from your home or from your office during the online training period.

- Operating System: Windows 10 or newer, or Mac OS 11 or newer (Updated version is required to keep your and our PCs secured).
- Processor: Intel Core 2 Duo or higher; 2GHz or higher
- Memory: 8GB of RAM or higher
- Hard Drive Space: minimum 5GB of free disk space
- Browser: Latest version of Google Chrome/ Firefox/ Microsoft Edge Safari.  
\*IE11 is NOT recommended.
  
- Others: Webcam, Microphone, and Audio output Device (Speaker or Headset)
- Tablet PCs are not recommended because of their fewer connectors. If you only have tablet PCs, you are also requested to bring a converter that enables HDMI connections.  
\*In some of the lectures, Smartphone (Android OS or Apple iOS) can be used as substitute of PC. You can also use it at GIS learning session.

6) Health: must be in good health to participate in the program in Japan. Participant's health and safety should be most respected. Pre-existing conditions<sup>1</sup> and pregnancy may lead to health problems that were not present prior to arrival in Japan due to stress from international travel, changes in climate, and a new living environment. In recent years, regrettable cases have occurred, including the exacerbation of symptoms after arrival and, in the case of pregnancy, stillbirth. Some participants have also incurred substantial out-of-pocket medical costs. If any of the conditions below may apply, please take a moment to consider whether to participate, and continue after confirming your agreement to the points below. Pre-existing conditions and pregnancy may lead to health problems of pocket medical costs. If any of the conditions below may apply, please take a moment to consider whether to participate, and continue after confirming your agreement to the points below.

① Questionnaire (“QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION”)

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<sup>1</sup> \* Pre-existing conditions :Chronic diseases, Conditions currently under treatment and Past illnesses that have resolved

If any of the following apply, you must state them accurately in the questionnaire, even if they do not affect your current work or daily life.

- a. Chronic diseases (e.g., hypertension, diabetes)
- b. Conditions currently under treatment
- c. Past illnesses that have resolved (including serious conditions affecting the heart, liver, or brain; tuberculosis, etc.)
- d. Pregnancy (for female applicants)

② Medical certificate

Please submit a medical certificate issued by a doctor that your condition is stable and that, from a medical standpoint, there is no problem with your participation in KCCP in Japan.

Applicable cases:

- a. Chronic diseases (e.g., hypertension, diabetes)
- b. Conditions currently under treatment
- c. Past illnesses that have resolved (including serious conditions affecting the heart, liver, or brain; tuberculosis, etc.)

③ Reporting changes

If pregnancy or any health issues are identified after submitting the form, please report them to JICA promptly.

④ Insurance coverage

Medical and additional living expenses related to pregnancy, preexisting conditions are NOT covered by insurance arranged by JICA. Such costs must be borne entirely by the participant; JICA assumes no liability.

\* Please understand that insurance coverage applies only to sudden illness or injury occurring during your stay in Japan.

\* Medical expenses in Japan could be a significant financial burden when not covered by insurance.

7) Attendance Requirement: Participation both of Online and In-Japan sessions and submission of various assignments is an essential requirement for the completion of the course.



## (2) Recommended Qualifications

- 1) Age: between the ages of twenty-five (25) and fifty (50) years
  - 2) Gender Equality and Women’s Empowerment: JICA seeks more female applicants due to the past records of fewer applications from women. JICA is committed to promoting gender equality and women’s empowerment, and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.
- 

## 3. Required Documents for Application

- (1) **Application Form:** The Application Form is available **at the JICA overseas office (or the Embassy of Japan)**

\* If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the application form. Information will be reviewed and used for reasonable accommodation.

- (2) **Photocopy of Passport or ID:** You should submit it with the application form if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

\*The following information should be included in the photocopy:

Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date

\*It is recommended that your passport be valid for more than 6 months after the last day of the program.

- (3) **English Score Sheet(photocopy):** to be submitted with the application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)

- (4) **Inception Report “Water Supply Service Information Sheet”:** to be submitted with the application form. The contents of the sheet is referred to ANNEX I .
- 

## 4. Procedures for Application and Selection

### (1) Submission of the Application Documents

Closing date for applications: **Please confirm the local deadline with the JICA overseas office (or the Embassy of Japan).**



\*All required material must arrive at JICA Center in Japan  
**by April 14th, 2026**

## (2) Selection

Primary screening is conducted at the JICA overseas office (or the embassy of Japan) after receiving official documents from your government. JICA Center will consult with concerned organizations in Japan in the process of final selection. Applying organizations with the best intentions to utilize the opportunity will be highly valued.

The Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan.

## (3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results **not later than April 21st, 2026**.

\*Note that accepted participants will have online connection test on 1st of May.

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## 5. Additional Document(s) to Be Submitted by Accepted Participants

### Pre-Study Report:

To be submitted **by May 19th, 2026**

Only accepted participants are required to prepare the report (See ANNEX II for further details).

This Report should be submitted by uploading on JICA-VAN by participant, or directly sent to JICA at Matsuzaki.Terumasa@jica.go.jp and jicaksic-unit@jica.go.jp by email. (Compressed files will be automatically rejected by JICA security. If you need to send bigger files, contact above email addresses)



## 6. Conditions for Participation

The participants of KCCP are required

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or any type of immoral conduct including sexual harassment, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "3.Expenses", "Administrative Arrangements",
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation,
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule, and
- (13) to promptly notify JICA in the case that there are any changes in the health status since the time of application (such as changes requiring medical attention due to illness or discovery of pregnancy).



# Administrative Arrangements

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## 1. Organizer (JICA Center in Japan)

- (1) Center: JICA Kansai Center (JICA Kansai)
  - (2) Program Officer: Mr. MATSUZAKI Terumasa  
(Matsuzaki.Terumasa@jica.go.jp, jicaksic-unit@jica.go.jp)
- 

## 2. Implementing Partner

Osaka Water General Service Co. Ltd. & major municipal waterworks bureaus in Kansai region

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## 3. Travel to Japan

- (1) Air Ticket: In principle, JICA will arrange an economy-class round-trip ticket between an international airport designated by JICA and Japan.
- (2) Travel Insurance: Coverage is from time of arrival up to departure in Japan. Thus, traveling time outside Japan (include damaged baggage during the arrival flight to Japan) will not be covered.

## 4. Accommodation in Japan

Basically, JICA will arrange the following accommodation(s) for the participants in Japan:

JICA Kansai Center (JICA Kansai)

Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan

TEL: 81-78-261-0383 FAX: 81-78-261-0342

(where “81” is the country code for Japan, and “78” is the local area code)

If there is no vacancy at JICA Kansai, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of Kansai Center at its URL: <https://www.jica.go.jp/kansai/english/office/index.html>.



JICA Knowledge Co-Creation Program (Group and Region Focus)

**Operation and Maintenance of Urban Water Supply System (WATER QUALITY AND PURIFICATION) Course No. 202515146J001**

## 5. Expenses

The following expenses in Japan will be provided by JICA.

- (1) Allowances for meals, living expenses, and stopover.
- (2) Expenses for study tours (basically in the form of train tickets).
- (3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment **are not included**).
- (4) Expenses for program implementation, including materials.
- (5) For more details, please see “III. ALLOWANCES” of the brochure for participants titled “KENSHU-IN GUIDE BOOK,” which will be given before departure for Japan.

## 6. Pre-departure Orientation

A pre-departure orientation will be held at respective country’s JICA office (or the Japanese Embassy), to provide Participants with details on travel to Japan, conditions of the course, and other matters.

<b>Part I: Knowledge Co-Creation Program and Life in Japan</b>	
English ver.	<a href="https://www.youtube.com/watch?v=SLurfKugrEw">https://www.youtube.com/watch?v=SLurfKugrEw</a>
<b>Part II: Introduction of JICA Centers in Japan</b>	
JICA Kansai	<a href="https://www.jica.go.jp/kansai/english/office/index.html">https://www.jica.go.jp/kansai/english/office/index.html</a>

If the link of these YouTube URLs has expired, please access the URL below and search the necessary information from the key word.

<https://www.youtube.com/user/JICAChannel02>

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## 7. Reference

### PDF: KENSHU-IN GUIDE BOOK

For more detailed terms and conditions





### Video: JICA Predeparture Briefing

For more information on life in Japan and KCCP

<https://www.youtube.com/watch?v=SLurfKugrEw>



### Website: JICA

English/French/Spanish/Russian

[https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/index.html](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)



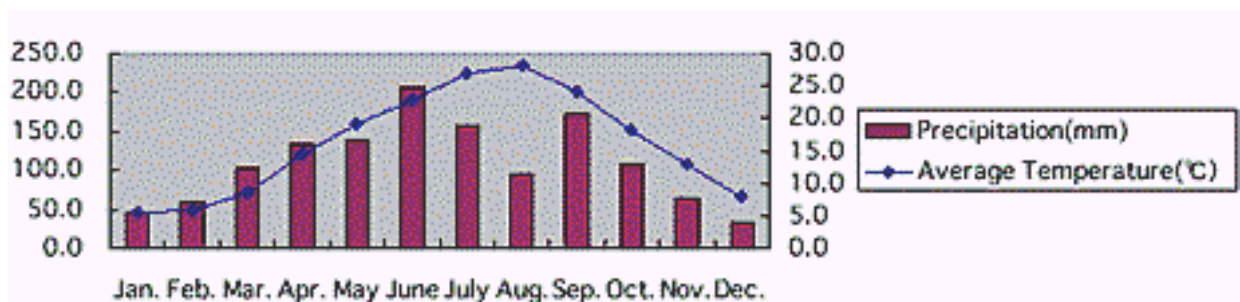
## 8. Other Information for the activities in Japan

- (1) For the promotion of mutual friendship, JICA Kansai encourages international exchange between JICA participants and local communities, including school and university students as a part of development education course. JICA participants are expected to contribute by attending such activities and will possibly be asked to make presentations on the society, economy and culture of their home country.
- (2) Participants are required to prepare a laptop and bring it to Japan. During the Online program, participants are required to join the live sessions and study on-demand learning material, etc. The computers will be also used in In-Japan program for joining software session and preparing Action Plans. JICA Kansai Center have internet access.
- (3) Participants are requested to bring comfortable shoes and outfit suitable for walking during field visits / activities / field trip.
- (4) Allowances, such as for living will be deposited to participants' temporary bank account (opened by JICA) 2 to 5 days after their arrival in Japan. It is



highly advised to bring some cash in order to cover necessary expense for other period.

- (5) It is very important that some of your currency must be exchanged to Japanese Yen at any transit airport or Kansai International Airport (KIX) in Osaka, Japan soon after your arrival. It is quite difficult to exchange money after that, due to limited availability of facility or time during the program.
- (6) The climate in June and July in Japan is usually between moderate to hot, and usually humid and muggy as the climate graph below indicates.



\* Short/long-sleeved shirts and/or light jackets are considered most suitable as typical seasonal wears.

\*A suit and a tie or similar style of clothing may be needed for some formal occasions.

# VI. Annex 1

## Inception Report “Water Supply Service Information Sheet”

- ※ Please submit this report along with the Application Form **by April 14th, 2026.**
- ※ **Please submit in the specified Excel file sent separately.**
- ※ Please provide information about where your organization has jurisdiction such as district/city/country together with map.

### Water Supply Service Information Sheet

#### 1. Personal Information

- (1) Your Name
- (2) Email Address
- (3) Country
- (4) Date of Birth
- (5) Sex
- (6) Religion


- (7) Working experience in JICA projects  
(Have you ever related with any JICA project/expert? If yes, please describe the name of project(s) and/or expert. If not, please put "None". )

- (8) Area of Interest

- NRW management
- Asset management
- Water distribution management
- Tariff system
- Mapping system
- Human resources development
- Customer service
- Plumbing work
- Planning & design of water supply systems
- Water treatment
- Inspection & certification
- Business administration of water utilities
- Water resource development
- Others: Please specify ( \_\_\_\_\_ )



## 2. Organization Profile and Job Description

### **Organization Profile**

(1) Name of the organization

--

(2) Mission of the organization

--

(3) Type of the organization

--

(4) Number of Staff

--

### **Job Description**

(1) Department/Division

--

(2) Present Position

--

(3) Date of employment by the present organization

--

(4) Date of assignment to the present position

--

(5) Outline of duties: Describe your current duties

--

(6) Challenge of your duties: what is current issue/challenge on your own duty?

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### 3. Water Supply

#### Target Area

Please choose one area/country, and answer following questions based on the area/country.

- If you're working in Ministry/organizations which are responsible for whole country, please use the data of whole country.
- If you're a municipal/local government officer, please choose specific city/area/region you're responsible for.

(1) Target area  
(ex. Whole country of Thailand, Bangkok metropolis,  
City of Chiang Mai, etc.)

#### Water Resource and Treatment

(1) Composition of water resource

Surface water	<input type="text"/>	%
Groundwater	<input type="text"/>	%
Spring water	<input type="text"/>	%
Others	<input type="text"/>	%

(2) Maximum daily water supply demand  m<sup>3</sup>/day

(3) Average daily water supply demand  m<sup>3</sup>/day

(4) Total daily capacity of treatment plants  m<sup>3</sup>/day

(5) Main treatment process

Please specify the treatment process, if you choose "Others" (  )

#### Water Distribution

(1) Total length of distribution pipe  km

(2) Material of distribution pipe

#### Water Supply Service

(1) Service Area	<input type="text"/>	km <sup>2</sup>
(2) Population in service area	<input type="text"/>	people
(3) Number of connections	<input type="text"/>	connections
(4) Service population	<input type="text"/>	people
(5) Coverage ratio	#DIV/0!	
(6) Supply duration per day	<input type="text"/>	hours/day
(7) Material of service pipe	<input type="text"/>	
(8) Water pressure at tap	<input type="text"/>	MPa (※1 MPa=10 bar)
(9) Customer meter installation ratio	<input type="text"/>	%
(10) Frequency of meter reading	<input type="text"/>	

### Non-Revenue Water

(1) Non-Revenue Water Ratio  %

(2) Water Balance Sheet: Please fill the following water balance sheet, if available.

System Input Volume	Authorized Consumption	Revenue Water	Billied Authorized Consumption	<input type="text"/>	%
		Non- Revenue Water	Unbillied Authorized Consumption	<input type="text"/>	%
	Water Losses			Apparent Losses (Commercial Losses)	<input type="text"/>
		Real Losses (Physical Losses)		<input type="text"/>	%

### Tariff System & Business Administration

(1) Average tariff per unit volume in USD  USD/m<sup>3</sup>

※Please calculate average tariff per unit volume assuming monthly household consumption as 20m<sup>3</sup>(Calculation method by IWA)

(2) Tariff collection ratio  %

(3) Operating revenue per year  USD/year

(4) Net profit/loss per year  USD/year

(5) Number of staffs per 1,000 connections  #DIV/0! staffs/1,000 connections

## ANNEX 2:

### “Pre-Study Report” (Accepted participants only)

- ※ Participants are required to formulate “Action Plan” in the program, and to implement in participating organization after the course.
- ※ Object of the plan is to improve the technical issues of participating organization by disseminating knowledge and information learnt in the program.
- ※ Therefore, participants are required to clarify issues particularly in terms of **Goal 6 of SDGs**, faced by the participating organizations and identify the learning needs.
- ※ Format of the report will be provided after participant is finalized.
- ※ The report must be submitted by uploading JICA-VAN (JICA’s Cornerstone) or be sent directly to JICA at [Matsuzaki.Terumasa@jica.go.jp](mailto:Matsuzaki.Terumasa@jica.go.jp) and [jicaksic-unit@jica.go.jp](mailto:jicaksic-unit@jica.go.jp) **by May 19th, 2026** by email.

# For Your Reference

## JICA and Capacity Development

Technical cooperation is people-to-people cooperation that supports partner countries in enhancing their comprehensive capacities to address development challenges by their own efforts. Instead of applying Japanese technology per se to partner countries, JICA's technical cooperation provides solutions that best fit their needs by working with people living there. In the process, consideration is given to factors such as their regional characteristics, historical background, and languages. JICA does not limit its technical cooperation to human resources development; it offers multi-tiered assistance that also involves organizational strengthening, policy formulation, and institution building.

Implementation methods of JICA's technical cooperation can be divided into two approaches. One is overseas cooperation by dispatching experts and volunteers in various development sectors to partner countries; the other is domestic cooperation by inviting participants from developing countries to Japan. The latter method is the Knowledge Co-Creation Program, formerly called Training Program, and it is one of the core programs carried out in Japan. By inviting officials from partner countries and with cooperation from domestic partners, the Knowledge Co-Creation Program provides technical knowledge and practical solutions for development issues in participating countries.

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 pre-organized courses cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs is being customized by the different target organizations to address the specific needs, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

## Japanese Development Experience

Japan, as the first non-Western nation to become a developed country, built itself into a country that is free, peaceful, prosperous and democratic while preserving its tradition. Japan will serve as one of the best examples for our partner countries to follow in their own development.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from a process of adoption and adaptation, of course, has been accompanied by countless failures and errors behind the success stories.

Through Japan's progressive adaptation and application of systems, methods and technologies from the West in a way that is suited to its own circumstances, Japan has developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.



This information pertains to one of the JICA Knowledge Co-Creation Programs (Group & Region Focus) of the Japan International Cooperation Agency (JICA) implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.



## **Correspondence**

For enquiries and further information, please contact the JICA office or Embassy of Japan.

**Further, address correspondence to:**

### **JICA Kansai Center (JICA Kansai)**

Address: 1-5-2, Wakino-hama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan

TEL: +81-78-261-0383/0341 FAX: 81-78-261-0342

("81" is the country code for Japan, and "78" is the local area code)